

REGULAR MEETING:

The La Cygne City Council met on Wednesday, June 2, 2021 at the La Cygne Community Building. Council Members present were: James Thies; Thomas Capp; Keith Stoker; and Jerome Mitzner. Absent: Danny Curtis.

Others in attendance included, but not limited to: City Clerk (CC) Jodi Wade; City Attorney Burton Harding; Public Works Superintendent (PWS) Dan Nasalroad; Police Chief Fenoughty; Linn County News Tony Furse; and Randy Hardwick.

CALL REGULAR MEETING TO ORDER (7:00 P.M.)

Pledge of Allegiance – Mayor Debra Wilson

MAYOR COMMENTS:

Mayor Wilson thanked Bruce Snyder (cemetery caretaker) and the public works crew for getting the cemetery ready for the weekend. Mayor Wilson also thanked the patrons who placed the American flags throughout the cemetery and at the entrance.

Mayor Wilson pointed out it has been 14 months since the pandemic began and thanked the city employees and council members for their perseverance through it all. Mayor Wilson noted the challenges of setting up virtual meetings, the ability for employees to work from home, getting information out to customers, and keeping the public utilities in operation.

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

Council Member Mitzner motioned to accept the Consent Agenda as presented.

Minutes of May 19, 2021, City Council Meeting;

Check Register: May 20 – June 2, 2021;

Motion seconded by Council Member Capp, voted on, passed 4-0.

DISCUSSION FROM THE FLOOR:

Mayor Wilson read a facebook message from Jenn Vogt which stated, "Can you let me know what steps would need to be taken to get a child at play sign on our street or a speed limit sign? Since we have moved here the neighborhood children have migrated over here. People just fly down the street". Discussion was held regarding the speed limit allowable on neighborhood streets and how some of the daycare facilities have set out signs near their homes. PWS Nasalroad and Chief Fenoughty will find out what location Jenn Vogt is referring to and look in to it further.

SPECIAL PROJECTS:

WATER PLANT SETTLING POND PROJECT (MIDWEST ENGINEER GROUP)

PWS Nasalroad spoke with Kevin of Starbuck Trucking LLC regarding the materials for the settling ponds. The pipe supplier reneged on their quote and stated they are unable to obtain the valves and they have increased the pipe price by almost \$7/foot. The engineer, Danny Coltrain, is working together with Kevin to find the valves and to find pipe. Multiple submittals will be sent to

SPECIAL PROJECTS CONTINUED:

WATER PLANT SETTLING POND PROJECT (MIDWEST ENGINEER GROUP)

Midwest Engineering for possible approval. The plans have been sent to Dan Clair with KDHE for review. Midwest Engineering has completed all comments and remarks sent by KDHE. PWS Nasalroad assured the Council the contractor has to submit a change order request to the engineer for any adjustment to the contract price if the cost of the pipe should cause for increase.

SEWER REHABILITATION PROJECT (BG CONSULTANTS)

Paul Owings, BG Consultants submitted the following schedule:

- Preliminary Plan Completion: June 4, 2021
- Field Check Plan Completion: July 2, 2021 (Meet with City)
- Final Plan Completion August 20, 2021
- Permitting: August-November
- Bid Letting: December-January
- Begin Construction: March 2022

STREET PROJECT – KDOT CCLIP PROJECT AT KS HWY 152 AND INDUSTRIAL ROAD (BG CONSULTANTS)

Per KDOTs District 4 monthly direction, the bid letting is still set for the middle of June 2021.

4TH STREET REPLACEMENT – KDOT COST SHARE GRANT

The City of La Cygne project was not selected for the Spring 2021 round. We can submit again for the Fall 2021 application. Council Member Mitzner advised CC Wade to have a clerk attend a grant writing course/training if offered through the league or other program.

NEW FIRE STATION

Rick Zingre, Zingre and Associates, reviewed the current not to exceed agreement in the amount of \$3,010 and to date we have only paid \$1,484.70 for the services on the fire station. Rick would be able to provide a new floor plan, a new site plan and an updated budget cost that combines the fire station with a police station in one building under the existing agreement. If the Council would like for him to proceed, he would need a written list from the police department of the necessary office space, garage space and meeting room needed. Discussion was held regarding a public safety building. CC Wade advised the council that CDBG community facility grants are not able to used for police stations. Council Member Mitzner asked if there was room on the lot that was donated. PWS Nasalroad indicated on the concept drawing for the future fire station there is a 30' x 50' area remaining on the lot for future expansion. Council Member Mitzner asked if there were regulations regarding separation between the fire and police. Both PWS Nasalroad and Chief Fenoughty indicate there would be no overlap/connection between the fire and police, there would be separate entrances for each division. PWS Nasalroad will get with Rick Zingre to advise him to proceed with adding the police area to the existing drawings.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – BURTON HARDING

Nothing to report for the City.

REPORTS OF CITY OFFICERS:

CHIEF OF POLICE – TINA FENOUGHTY

9 Traffic Stops Conducted

Citations issued since last meeting

Failure to Secure Load	1	Revoked DL	0
Stop Sign	0	Illegal Tag	1
Insurance	1	No DL	0
Expired Tag	0	Speed	0
Vicious Dog/RAL	4	Equipment	0
Seatbelt	0	Suspended DL	0

Calls for Service / Reports – 05/3/2021 thru 05/17/2021

Animal Complaint –	10	Traffic Complaints -	1
Assist Outside Agency –	1	Civil Matter / Child Custody Standby –	2
Building Check –	5	Citizen Assist CFS / contact -	5
Fingerprints –	4	Juvenile Incident –	7
Check Welfare –	2	911 Hang-up–	2
Follow Up –	12	Theft -	2
Suspicious Activity –	3	Pedestrian Check –	1
Aggravated Assault –	0	Bank Alarm-	1
Domestic / Battery –	0	Ambulance -	2

Animal Control

VIN Inspections- 5 completed

New Business

Assisted with the Memorial Day services at the Oaklawn Cemetery. Chief Fenoughty and Officer Fox will be completing their range qualification this weekend. Chief Fenoughty advised the Council she would hold off on the filling of the full-time position until CC Wade has an opportunity to review the police department budget.

The 283rd Basic Training Class beginning on 6/21/2021 that Officer Fox is attending had to be combined with the 284th class due to not enough students enrolled. Arrangements have been made with another agency so that after the first week Officer Fox will ride with another agency so mileage will not be paid and a patrol unit will not be out of the City.

Accrued Overtime for Department: Accrued overtime for last pay period = 27 hours

CODES ENFORCMENT – ALLISON FOX

Council members reviewed the report submitted by Officer Fox. No questions or concerns.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT (PWS) DAN NASALROAD

Things are moving along.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

Nothing to report at this time.

REPORTS OF CITY OFFICERS CONTINUED:

CITY CLERK – JODI WADE

Report from 5/20/2021 – 6/2/2021

- Working on the preparations for amending the 2021 budget;
- Preparing the 2022 budget worksheet;
- Tutorial video regarding Ad Valorem Taxes;
- Facilitated conversation between Midwest Engineering and KDHE regarding the water settling pond project;
- Facilitated conversation between CFS Engineering, KDOT and BG Consultants on the CCLIP Project;
- Assisted the Park Board with pool leak issues;
- Entered audit correction for 2020;
- Completed audit entries to reserves;
- Followed up on zoning applications for use permit;
- Contacted Alcohol Beverage Control Division regarding temporary event permits;
- Attended the County Commissioners meeting for City Officials along with Mayor Wilson;
- Virtual meeting with Bartlett & West regarding sewer analysis;
- Attended the virtual Board meeting for KMGa for updates on gas;
- Hosted a safety meeting for City employees and clerk monthly project meeting.

Overtime Hours for City Hall for the last pay period: 11.75 hours Jodi.

Mayor Wilson gave the Council an overview of the city representative meeting with the County commissioners held on May 25th. CC Wade concurred on the great attendance from the cities and the useful information shared in conversation with the County.

CITY TREASURER AND COURT CLERK – CONNIE GORE

- Worked on budget customers for billing. Letters sent to those who owed money by July 1.
- Processed utility bills and mailed.
- Completed 3 diversions and sent to Burton for approval. Defendants have signed.
- Worked on diversion order for the judge.
- Court prep and all documents sent to the judge.
- Worked on the vacant lot maps and started a non-conforming lot map.

COUNCIL COMMITTEE REPORTS:

WATER & GAS -NONE

STREET –

(In Committee review) La Cygne Library parking lot water pooling. Follow up letter was sent to the Engineer. CC Wade has not received a response from the engineer.

SEWER-NONE

PARK-

Council Member Capp commented on the good job Jim Johnson has done on maintaining the grass.

CEMETERY –

- A draft of Chapter XI. Public property, Article 1. Cemetery regulations were distributed to the Council for a final review. CC Wade advised the Council the cemetery board will be meeting next week and would like to follow up with the Committee regarding the regulations.

PUBLIC SAFETY –NONE

COUNCIL COMMITTEE REPORTS:

COMMUNITY BUILDING-

Masks requirement for the City Hall and Community Building. Council members inquired about the regulations set by the County. CC Wade indicated the County has left the decision up to businesses regarding masks.

❖ **Motion**

Council Member Stoker motioned to take down the sign at the City Hall regarding masks. Motion seconded by Council Member Capp voted on, passed 4-0.

EMPLOYEE RELATIONS & TRAINING –

- Council Member Mitzner has been reviewing a draft of a Governing Body Handbook for both new Council Members and existing. He is liking what he has reviewed thus far.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT -NONE

SWANFEST COMMITTEE -NONE

PLANNING & ZONING COMMISSION (PZC) –

- Ordinance No. ____ replacing section 15-102 of Chapter XV, Article 1 of the Code of the City of La Cygne and replacing Article 25, Section 25-1, Line 25-101 of the Zoning Regulations and adding sections 15-107, 15-108, 15-109, 15-110, and 15-111. City Attorney Harding reviewed the drafts and suggested to split the revision in to two separate Ordinances. One reflects the changes to the Codes book and the other reflects the changes to the zoning regulations.

❖ **Motion**

Council Member Capp motioned to approve Ordinance no. 1486 replacing section 15-102 of Chapter XV, Article 1 of the code of the City of La Cygne Kansas and adding sections 15-107 through 15-112 Motion seconded by Council Member Stoker voted on, passed 4-0.

- Ordinance No. ____ replacing Article 25, section 25-1, line 25-101 of the zoning regulations.

❖ **Motion**

Council Member Capp motioned to approve Ordinance No. 1487 replacing Article 25, Section 25-1, Line 25-101 of the zoning regulations. Motion seconded by Council Member Mitzner voted on, passed 4-0.

LA CYGNE COMMUNITY PARK BOARD –

- Resolution No. ____ a resolution of the City of La Cygne regarding fireworks display by approved organizations on non-exempt days.

❖ **Motion**

Council Member Capp motioned to approve Resolution No. 432 regarding fireworks display by approved organizations on non-exempt days. Motion seconded by Council Member Stoker voted on, passed 4-0.

UNFINISHED BUSINESS:

ORDINANCE NO. ANNEXING LAND TO THE CITY OF LA CYGNE, KS – TABLED UNTIL JUNE 16, 2021 MEETING.

RESOLUTION NO. 02-17 REGARDING MAINTENANCE OF STREETS WITHIN THE LINN COUNTY INDUSTRIAL PARK, LA CYGNE, KS. TABLED UNTIL JUNE 16, 2021 MEETING.

WATER CONSERVATION PLAN

Tabled until summer 2021.

PERSONNEL POLICY & GUIDELINES REVIEW BY THE EMPLOYEE RELATIONS & TRAINING COMMITTEE

Tabled until August 2021.

NEW BUSINESS:

PURCHASE ORDER NO. 7 FOR ON THE GO JOHNS, LLC, 129 SE COUNTY RD 775, BUTLER, MO

On the Go Johns, LLC, 129 SE County Rd 775, Butler, MO. \$80/unit for porta-potty's and \$60/unit for hand-washing stations. How many would the City like to have delivered for the Swanfest/Blast in the Park event. The price includes delivery. The units would be delivered Saturday morning and picked up on Sunday. Council Member Mitzner advised CC Wade to ask about ADA units.

❖ **Motion**

Council Member Capp motioned to approve Purchase order No. 2021-7 for up to \$1,000 for porta potty units and hand washing units for the Swanfest/Blast in the Park event. Amount of units to be determined by the City Clerk. Motion seconded by Council Member Stoker voted on, passed 4-0.

PURCHASE ORDER NO. 2021-6 TO REPLACE THE MULTITRODE DSP2PC-3 OUTPUT TRANSFORMER AT THE CITY PARK LIFT STATION. ESTIMATED COST \$3,040.

Council Member Mitzner asked if the part damaged was due to age or due to heavy infiltration. PWS Nasalroad indicated it is due to age.

❖ **Motion**

Council Member Mitzner motioned to approve Purchase order No. 2021-6 to replace the multitrode DSP2PC-3 output transformer on the board in the City park lift station for the estimated price of \$3,040.. Motion seconded by Council Member Stoker voted on, passed 4-0.

MODERN COPY SYSTEM ANNUAL MAINTENANCE AGREEMENT

This year the rate increased \$75.

❖ **Motion**

Council Member Mitzner motioned to approve the Modern Copy Systems agreement for 6/29/2021 to 6/29/2022 in the amount of \$1,175. Motion seconded by Council Member Capp voted on, passed 4-0.

OTHER BUSINESS:

Mayor Wilson read the dividend letter from Truly Insurance regarding the 2020-2021 policy period dividend payable under KMU Safety Group Program. A check was received by the City in the amount of \$6,786.99 for our proportionate share of the group dividend.

NOTES AND COMMUNICATIONS TO COUNCIL:

Mayor Wilson asked the Council to change the workshop scheduled for Monday, June 7 to a Special Council meeting for review of the sewer analysis from Bartlett & West engineer.

❖ ***Motion***

Council Member Mitzner motioned to cancel the workshop scheduled for June 7, 2021 at 5:00pm at the La Cygne City Hall and post for a Special Council meeting to be held on June 7, 2021 at 5pm at the La Cygne City Hall to review the final analysis for the sewer lagoon capacity and atmosphere. Motion seconded by Council Member Capp voted on, passed 4-0.

ADJOURNMENT:

❖ ***Motion***

Council Member Capp moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 8:03pm.

I, _____ La Cygne City Clerk, do hereby declare
(Jodi Wade) the above to be true and correct, to the best of my knowledge, and do hereby subscribe my name on this 2nd day of June, 2021.